



**CONSTRUCTION INSPECTION DIVISION
PRELIMINARY/FINAL INSPECTION CHECKLIST**

DATE:	
INSPECTED BY:	
PROJECT NAME:	
PROJECT NUMBER:	

(1) WATER UTILITIES

MAINS/VALVES

PRELIM.

FINAL

- | | |
|---|--------------------------|
| <input type="checkbox"/> PRESSURE TEST | <input type="checkbox"/> |
| <input type="checkbox"/> BACTERIOLOGICAL SAMPLES | <input type="checkbox"/> |
| <input type="checkbox"/> LOCATE ALL VALVES | <input type="checkbox"/> |
| <input type="checkbox"/> PROVIDE EXTENSIONS ON ALL DEEPER THAN 4' | <input type="checkbox"/> |
| <input type="checkbox"/> MARK LOCATIONS ON CURB (SINGLE "V") | <input type="checkbox"/> |
| <input type="checkbox"/> CONCRETE PADS (2' X 2' X 6") | <input type="checkbox"/> |
| <input type="checkbox"/> PROVIDE FIBERGLASS MARKERS FOR OFFSITE | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER: | <input type="checkbox"/> |

FIRE HYDRANTS

PRELIM.

FINAL

- | | |
|---|--------------------------|
| <input type="checkbox"/> CRIMP CHAINS | <input type="checkbox"/> |
| <input type="checkbox"/> VERIFY ALL MAIN STEAMER SIZES ARE "4" | <input type="checkbox"/> |
| <input type="checkbox"/> PAINT WITH APPROVED COLOR & BRAND OF HYDRANT PAINT | <input type="checkbox"/> |
| <input type="checkbox"/> RAISE/LOWER | <input type="checkbox"/> |
| <input type="checkbox"/> ADD REFLECT BLUE MARKERS (2 AT CORNERS) | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER: | <input type="checkbox"/> |

METER BOXES

PRELIM.

FINAL

- | | |
|---|--------------------------|
| <input type="checkbox"/> ADJUST TO GRADE AS NEEDED | <input type="checkbox"/> |
| <input type="checkbox"/> PROVIDE CORRECT LIDS | <input type="checkbox"/> |
| <input type="checkbox"/> MARK LOCATIONS ON CURB (SINGLE VERTICAL SAWMARK) | <input type="checkbox"/> |
| <input type="checkbox"/> INDICATED DISTANCES ON AS-BUILTS | <input type="checkbox"/> |
| <input type="checkbox"/> LOCATIONS | <input type="checkbox"/> |
| <input type="checkbox"/> EXPOSE ALL TRACER WIRES IN METER BOX | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER: | <input type="checkbox"/> |

(2) SANITARY SEWER

MAINS

PRELIM.

FINAL

☐ LOCATE ALL CLEAN-OUTS

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☐ MARK LOCATIONS ON CURB (“CO”)

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☐ PROVIDE PLUGS ON CLEAN-OUTS

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☐ LINE TESTS

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☐ INFILTRATION FLOW

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☐ OTHER:

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MANHOLES

PRELIM.

FINAL

☐ LOCATE ALL

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☐ MARK LOCATIONS ON CURB (“MH”)

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☐ SET TOPS TO GRADE

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☐ GROUT INSIDE RINGS AND/OR FRAME

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☐ REMOVE FALSE BOTTOMS

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☐ INVERTS

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☐ PROVIDE PROPER LID AND/OR FRAME (REFER TO APPROVED MATERIALS LIST)

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☐ PROVIDE FIBERGLASS MARKERS FOR OFFSITE

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☐ OTHER:

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SERVICES

PRELIM.

FINAL

☐ LOCATE ALL

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☐ MARK LOCATIONS ON CURB (DOUBLE VERTICAL SAW MARKS)

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☐ INDICATE DISTANCE ON AS-BUILTS

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☐ OTHER:

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LIFT STATION

PRELIM.

FINAL

☐ LIFT STATION (OPERATE)

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☐ POWER

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☐ STAND BY PUMP

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☐ OTHER:

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(3) DRAINAGE: STORM SEWER

INLETS

PRELIM.

FINAL

- ☐ CLEAN EXPANSION JOINTS
- ☐ REMOVE DEBRIS AND CLEAN
- ☐ REPAIR CURB
- ☐ SAW CONTRACTION JOINTS IN APRONS TO MATCH PAVING JOINTS
- ☐ PROVIDE PROPER LID(S) AND/OR GRATE(S)
- ☐ Y-INLET(S) NEED(S) 3 FT WIDE CONCRETE APRON AROUND PERMITER
- ☐ OTHER:

STORM PIPE

PRELIM.

FINAL

- ☐ GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- ☐ REMOVE DEBRIS AND CLEAN
- ☐ OTHER:

CULVERTS

PRELIM.

FINAL

- ☐ REMOVE DEBRIS AND CLEAN
- ☐ GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- ☐ HEADWALL/RIPRAP: ☐ COMPLETE ☐ INCOMPLETE
- ☐ SURFACE DRAINAGE FEATURES
- ☐ CHANNELS
- ☐ EROSION CONTROL/LINING
- ☐ OFF-SITE
- ☐ OTHER:

(4) PAVING: STREETS, ALLEYS, AND FIRE LANES

PARKWAYS

PRELIM.

FINAL

- ☐ REMOVE ROCKS/STONES OVER 1-1/2 INCHES
- ☐ GRADE ONE-QUARTER INCH/FOOT
- ☐ BACKFILL BEHIND CURBS/EDGES OF PAVEMENT
- ☐ EXTERIOR SLOPES
- ☐ OTHER:

CONTRACTION JOINTS

PRELIM.

FINAL

- ☐ INSUFFICIENT, SAW ADDITIONAL
- ☐ SEAL
- ☐ OTHER:

EXPANSION JOINTS

PRELIM.

- ☐ REMOVE CAP
- ☐ SEAL
- ☐ FREE-UP BY REMOVING ALL CONCRETE
- ☐ EXTEND THROUGH BACK OF CURB OR EDGE OF PAVEMENT
- ☐ REPAIR
- ☐ OTHER:

FINAL

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CONCRETE

PRELIM.

- ☐ CHECK FOR AND REPAIR ALL CRACKS/MUDBALLS
- ☐ FLOW CHECK ALL GUTTERS/INVERTS; ADDRESS BIRDBATHS
- ☐ CORE FOR DEPTH (2" CORES STAGGERS AT 300' ; FILL WITH NONSHRINK GROUT WITH REPORT)
- ☐ ADDRESS STRENGTH/DEPTH DEFICIENCIES
- ☐ DENSITY TESTS
- ☐ CONCRETE TESTS
- ☐ WIDTHS
- ☐ RADII
- ☐ SURFACE CONDITION
- ☐ SIGNS
- ☐ BARRICADES
- ☐ TEMPORARY CONNECTIONS
- ☐ PROVIDE STAMPED THIRD PARTY CERTIFICATION LETTER FOR FIRE LANE
- ☐ OTHER:

FINAL

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CURBS

PRELIM.

- ☐ REPAIR
- ☐ PROVIDE LAY DOWN
- ☐ OTHER:

FINAL

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STREET SIGNS - TRAFFIC CONTROL - LIGHTS

PRELIM.

- ☐ PROVIDE STREET/STOPSIGNS WITH POSTS (1-3/4" 3-PIECE BREAKAWAY UNISTRUT POST WITH CORNER BOLTS REQUIRED AT BASE – WRAP BOTTOM WITH TAPE; DRIVE RIVETS REQUIRED FOR ATTACHING SIGN TO POST)
- ☐ REGULATORY SIGNS PER PLANS:
- ☐ BUTTONS:
- ☐ BARRICADE:
- ☐ STREET LIGHTS:
- ☐ OTHER:

FINAL

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(5) LOT GRADING

PRELIM.

FINAL

- ☐ GRADE/BENCH LOTS
- ☐ PROVIDE RETAINING WALLS WHERE SLOPES STEEPER THAT 3:1
- ☐ VERIFY THAT AS-BUILT PAD ELEVATIONS ARE PER PLANS & CERTIFY
- ☐ PROVIDE TWO LOCAL BENCHMARKS ON GRADING PLAN
- ☐ OTHER:

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(6) EROSION CONTROL

PRELIM.

FINAL

- ☐ PROVIDE INLET FILTERS
- ☐ PROVIDE 8' OF CURLEX ADJACENT TO CURB
- ☐ PROVIDE 4' OF CURLE ADJACENT TO ALLEY
- ☐ PROVIDE SILT FENCE:
- ☐ OTHER:

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(7) MISCELLANEOUS

PRELIM.

FINAL

- ☐ GENERAL CLEAN UP
- ☐ REQUIRED RETAINING WALLS
- ☐ REQUIRED SCREEN WALLS
- ☐ REQUIRED SIDEWALKS
- ☐ HANDRAILS
- ☐ PROVIDE STAMPED ENGINEERING CERTIFICATION LETTER FOR WALLS

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VERIFY THAT ALL LAB TESTS RESULTS ARE ON FILE

ADDITIONAL COMMENTS:

NOTE:

COLUMN ON **LEFT** IS PRELIMINARY COMMENTS THAT NEED TO BE ADDRESSES. COLUMN ON **RIGHT** IS FINAL COMMENTS THAT HAVE BEEN ADDRESSED.

PLEASE CONTACT THE CONSTRUCTION TECHNICIAN AT 972-292-5472 WITH QUESTIONS REGARDING THE FINAL ACCEPTANCE STATUS OF YOUR PROJECT.